

## **Instructions for shipping packages to and from the Hotel**

### **To send packages to the Hotel:**

Storage arrangements for exhibits drayage must be with an off property exhibit company for delivery on move-in and move-out days.

Small package delivery (50 lbs or less) will be accepted 2 days prior to the meeting date, with a \$3.00 per box or carton service charge in and out. Packages received over 2 days prior to meeting date will be subject to an additional \$2.00 per box or carton storage fee per day.

To send material to the hotel prior to the meeting, use the following address:

Sheraton World Resort  
NAME OF PERSON TO RECEIVE PACKAGE  
c/o Tiffany Johnson - Convention Services  
10100 International Drive  
Orlando, FL 32821

HOLD FOR ARRIVAL: place the data you are to arrive here

### **Shipping large items:**

Large, bulky, and/or valuable items can be shipped to the Tampa office for transport to the motel. Ship them to:

U.S. Geological Survey  
Attn: Bruce Bernard  
The University Center For Business  
10500 University Center Drive, Suite 215  
Tampa, FL 33612-6427

### **To send packages home:**

You will need to prepare your own packages for return shipment using your own boxes. Bring packing, tape, and prepaid labels for the carrier of your choice. Make sure you have your own account number on the shipping form.